

Civilian Clothing Monetary Allowance

Overview

Introduction This section provides the *procedures* for **Civilian Clothing Monetary Allowance**. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

Topics The following topics are covered in this section

| Topic | See Page |
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| Guiding Principles | 2 |
| Starting Civilian Clothing Monetary Allowance | 3 |
| Correcting Civilian Clothing Monetary Allowance | 6 |
| Deleting Civilian Clothing Monetary Allowance | 7 |

Civilian Clothing Monetary Allowance

Guiding Principles

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| Introduction | This section provides the <i>guiding principles</i> for Civilian Clothing Monetary Allowance . |
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| Reference | The following references provide additional information about Civilian Clothing Monetary Allowance. |
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- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3 \(sec. I.5 \(Officer\) and J.5 \(Enlisted\)\)](#)
 - [ALCOAST 513/06](#) (For FY 2007 Rates)
 - <http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/G-WPM-2/cma.htm> [Figure 1](#) (For FY 2008 Rates)
 - [Civilian Clothing Monetary Allowance Worksheet, CG PSC-5150](#)
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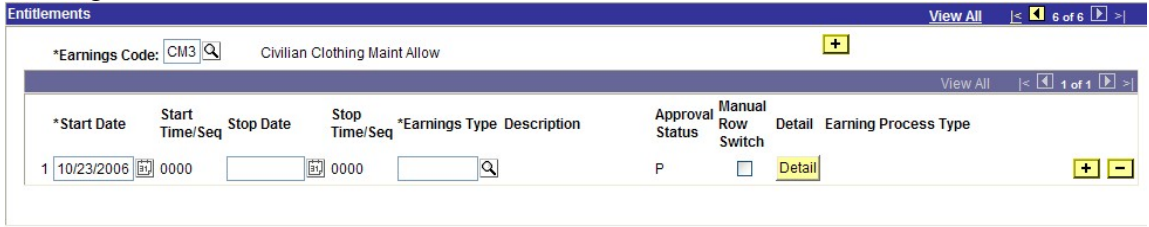


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| Before you begin | If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide . |
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Civilian Clothing Monetary Allowance

Starting Civilian Clothing Monetary Allowance

Introduction This section provides the procedure for *starting* Civilian Clothing Monetary Allowance.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new Civilian Clothing Monetary Allowance entitlement.





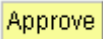

| Step | Action | | | | | | | | | | |
|---------------|--|---------------|-------------|--------|---|--------|--|--------|---|--------|--|
| 1 | <p>Navigate to the member's entitlements page and insert a "CM3-Civilian Clothing Maint. Allowance" Earnings Code if necessary, or insert a new blank row in an existing CM3 Earnings Code section.</p>  | | | | | | | | | | |
| 2 | <p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p> | | | | | | | | | | |
| 3 | <p>The Stop Date should be left blank (system will fill in with the same date as the start date upon saving).</p> | | | | | | | | | | |
| 4 | <p>Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types. Reminder: Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive Civilian Clothing Monetary Allowance.</p> <table border="1"> <thead> <tr> <th>Earnings Type</th><th>Description</th></tr> </thead> <tbody> <tr> <td>CIVCON</td><td>Special Continuing Civilian CMA (SCCMA-CIV)</td></tr> <tr> <td>CIVINI</td><td>Special Initial Civilian CMA (SICMA-CIV)</td></tr> <tr> <td>CIVPAR</td><td>Partial Initial Civilian CMA (PART-SICMA-CIV)</td></tr> <tr> <td>CIVTDY</td><td>Special TDY Civilian CMA (STDYCMA-CIV)</td></tr> </tbody> </table> | Earnings Type | Description | CIVCON | Special Continuing Civilian CMA (SCCMA-CIV) | CIVINI | Special Initial Civilian CMA (SICMA-CIV) | CIVPAR | Partial Initial Civilian CMA (PART-SICMA-CIV) | CIVTDY | Special TDY Civilian CMA (STDYCMA-CIV) |
| Earnings Type | Description | | | | | | | | | | |
| CIVCON | Special Continuing Civilian CMA (SCCMA-CIV) | | | | | | | | | | |
| CIVINI | Special Initial Civilian CMA (SICMA-CIV) | | | | | | | | | | |
| CIVPAR | Partial Initial Civilian CMA (PART-SICMA-CIV) | | | | | | | | | | |
| CIVTDY | Special TDY Civilian CMA (STDYCMA-CIV) | | | | | | | | | | |
| 5 | <p>Description is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p> | | | | | | | | | | |
| 6 | <p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p> | | | | | | | | | | |

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Civilian Clothing Monetary Allowance

Starting Civilian Clothing Monetary Allowance, Continued

Procedure (continued)







| Step | Action |
|------|---|
| 7 | Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement. |
| 8 | <p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="295 669 828 928"><p>Supporting Data</p><p>1080807 CM3 08/23/2002 CIVCON</p><p>Dollar Amount: <input type="text" value="0.00"/></p><p> </p></div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance. (Amounts are listed in Figure 3-23 of the CGPAYMAN. Changes to amounts are announced annually by COMDT (CG-1222) via ALCOAST message)</p> <p>Click the  button when finished.</p> |
| 9 |  Not Used. Payment of Civilian Clothing Monetary Allowance does not require audit and approval. |
| 10 | Click the  button (located at the bottom left of the screen) to approve and transmit the entry. |

Civilian Clothing Monetary Allowance

Correcting Civilian Clothing Monetary Allowance

Introduction This section provides the procedure for *correcting* Civilian Clothing Monetary Allowance.

Procedure Only the amount (in the detail section) may be corrected. If the earnings type code is incorrect, delete and resubmit this transaction.

| Step | Action |
|------|---|
| 1 | In the  Correct History mode, find the Civilian Clothing Monetary Allowance row to correct. |
| 2 | <p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="544 787 1079 1050"><p>Supporting Data</p><p>1080807 CM3 08/23/2002 CIVCON</p><p>Dollar Amount: <input type="text" value="0.00"/></p><p> </p></div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance. (Amounts are listed in Figure 3-23 of the CGPAYMAN. Changes to amounts are announced annually by COMDT (CG-1222) via ALCOAST message) or update to http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/G-WPM-2/cma.htm.</p> <p>Click the  button when finished.</p> |
| 3 | Click the  Save button located at the bottom left of the screen. |

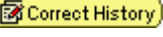


Civilian Clothing Monetary Allowance

Deleting Civilian Clothing Monetary Allowance

Introduction This section provides the procedure for *deleting* Civilian Clothing Monetary Allowance.

Discussion The total Civilian Clothing Monetary Allowance entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Civilian Clothing Monetary Allowance transaction.

| Step | Action |
|------|--|
| 1 | In the  mode, find the Civilian Clothing Monetary Allowance row to delete. Click on the  button located in the row to be deleted. |
| 2 | Click the  button located at the bottom left of the screen. |

Civilian Clothing Monetary Allowance

FY 2007 rates (see page 9 of this guide for FY 2008 rates)

R 191344Z OCT 06 ZUI ASN-A00292000011 ZYB

FM COMDT COGARD WASHINGTON DC//CG-12//

TO ALCOAST

BT

UNCLAS //N07220//

ALCOAST 513/06

COMDTNOTE 7220

SUBJ: FY07 MILITARY CLOTHING MAINTENANCE AND MONETARY ALLOWANCES

A. U. S. COAST GUARD PAY MANUAL, COMDTINST M7220.29A

B. COMDT COGARD WASHINGTON DC 161712Z NOV 04/ALCOAST 510/04

1. EFFECTIVE 1OCT06 THE FOLLOWING FY07 ACTIVE DUTY ENLISTED CLOTHING MAINTENANCE ALLOWANCE RATES APPLY. NO SERVICING PERSONNEL OFFICE (SPO) OR MEMBER ACTION IS REQUIRED.

A. ACTIVE DUTY BASIC MAINTENANCE ALLOWANCE (BMA).

MALE 24.05

FEMALE 26.29

B. ACTIVE DUTY STANDARD MAINTENANCE ALLOWANCE (SMA)

MALE 34.35

FEMALE 37.56

2. EFFECTIVE 1OCT06 THE FOLLOWING FY07 RESERVE ENLISTED CLOTHING MAINTENANCE ALLOWANCE RATES APPLY. NO SPO OR MEMBER ACTION IS REQUIRED.

A. RESERVE BASIC MAINTENANCE ALLOWANCE (RBMA) PER PAID DRILL UP TO 48 DRILLS PER FISCAL YEAR.

MALE 2.79

FEMALE 3.02

B. RESERVE STANDARD MAINTENANCE ALLOWANCE (RSMA) PER PAID DRILL UP TO 48 DRILLS PER FISCAL YEAR.

MALE 3.99

FEMALE 4.32

3. EFFECTIVE 1OCT06, THE FOLLOWING FY07 ENLISTED SUPPLEMENTARY CLOTHING ALLOWANCE (SUPP CMA) RATES APPLY. REFER TO REF A FOR SPECIFIC ENTITLEMENT REQUIREMENTS. FOR MEMBERS ELIGIBLE FOR AN ENLISTED SUPPLEMENTARY CLOTHING ALLOWANCE, THEIR COMMAND WILL SUBMIT AN APPROVED REQUEST TO THE SPO FOR PAYMENT.

RULE 1 ALL MEMBERS 80.00

RULE 2 FEMALE 679.86

MALE 647.22

RULE 3 FEMALE 352.26

MALE 262.31

RULE 4 FEMALE 352.26

MALE 262.31

RULE 5 FEMALE 890.07

MALE 811.53

RULE 6 FEMALE 159.25

MALE 135.10

RULE 7 ALL MEMBERS 121.00

RULE 8 FEMALE 152.85

RULE 9 FEMALE 417.36

MALE 330.41

RULE 10 FEMALE 847.41

MALE 731.86

RULE 11 FEMALE 947.36

MALE 828.81

4. AS PREVIOUSLY CHANGED IN REF B, EFFECTIVE 1OCT06, THE FOLLOWING CIVILIAN CLOTHING MONETARY ALLOWANCE RATES WILL APPLY TO RULES 1 THROUGH 8.

Civilian Clothing Monetary Allowance

A. RULE 1: WHEN A MEMBER IS ORDERED TO A PERMANENT DUTY STATION (PDS) AND IS REQUIRED TO WEAR CIVILIAN CLOTHING IN THE PERFORMANCE OF OFFICIAL DUTIES AND THE TOUR LENGTH ASSIGNMENT IS OVER 30 MONTHS, THE MEMBER IS AUTHORIZED A SPECIAL INITIAL CIVILIAN CLOTHING ALLOWANCE (SICMA-CIV) IN THE AMOUNT OF 1468.90 DOLLARS.

B. RULE 2: SAME AS RULE 1 BUT THE TOUR LENGTH IS 18 TO 30 MONTHS. THE MEMBER IS AUTHORIZED A SICMA-CIV IN THE AMOUNT OF 1,175.12 DOLLARS.

C. RULE 3: SAME AS RULE 1 BUT THE TOUR LENGTH IS LESS THAN 18 MONTHS. THE MEMBER IS AUTHORIZED A SICMA-CIV IN THE AMOUNT OF 881.34 DOLLARS.

D. RULE 4: WHEN A MEMBER IS ORDERED TO A NEW PDS AND THEIR LAST PDS DID NOT AUTHORIZE THE WEARING OF CIVILIAN CLOTHING, AND THEY MEET THE CRITERIA OF ONE OF RULES 1-3 ABOVE (NOTES 4 AND 5) THEN THE MEMBER IS AUTHORIZED EITHER A SPECIAL INITIAL (SICMA-CIV) OR A PARTIAL INITIAL (PART-SICMA-CIV) CIVILIAN CLOTHING MONETARY ALLOWANCE IN THE AMOUNT OF (SEE NOTE 2).

E. RULE 5: WHEN A MEMBER IS VOLUNTARY EXTENDED OR IS DIRECTED TO REMAIN IN THE CURRENT ASSIGNMENT REQUIRING THE WEARING OF CIVILIAN CLOTHING AFTER HAVING RECEIVED AN INITIAL (SICMA-CIV) AND THE EXTENSION IS FOR AT LEAST 6 MONTHS BUT LESS THAN 18 MONTHS THEN THE MEMBER IS AUTHORIZED A SPECIAL CONTINUING CIVILIAN CLOTHING MONETARY ALLOWANCE SCCMA-CIV IN THE AMOUNT OF 293.78 DOLLARS.

F. RULE 6: SAME AS RULE 5 BUT THE EXTENSION IS FOR 18 MONTHS OR GREATER AND THE MEMBER IS AUTHORIZED A SCCMA-CIV IN THE AMOUNT OF 587.56 DOLLARS.

G. RULE 7: WHEN A MEMBER IS REQUIRED TO WEAR CIVILIAN CLOTHING WHILE PERFORMING TDY AND A FULL TDY ALLOWANCE HAS NOT BEEN PAID WITHIN THE LAST 3 YEARS (NOTE 6) THE PERIOD OF TDY IS AT LEAST 15, BUT LESS THAN 30 CONSECUTIVE DAYS AND PRIOR APPROVAL WAS OBTAINED FROM COMMANDANT (CG-1222) AND SPECIFIED IN THE MEMBERS ORDERS THEN THE MEMBER IS AUTHORIZED A SPECIAL TEMPORARY DUTY CIVILIAN CLOTHING MONETARY ALLOWANCE (STADCMA-CIV) IN THE AMOUNT OF 293.78 DOLLARS.

H. RULE 8: SAME AS RULE 7 BUT THE PERIOD OF TDY IS AT LEAST 30 CONSECUTIVE DAYS, THE MEMBER IS AUTHORIZED A STADCMA-CIV IN THE AMOUNT OF 587.56 DOLLARS.

I. NOTES 1 THROUGH 6 REMAIN IN EFFECT. IN NOTE 5 CHANGE COMMANDANT (G-WPM-2) TO READ COMMANDANT (CG-1222).

5. THESE AMOUNTS WILL BE ENTERED INTO THE NEXT CHANGE TO REF A.

6. INTERNET RELEASE AUTHORIZED.

7. CAPT M. C. COSENZA, ACTING DIRECTOR FOR PERSONNEL MANAGEMENT, SENDS.

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Civilian Clothing Monetary Allowance

Civilian Clothing Monetary Allowance Entitlements (Effective 1 Oct 2007)

| R U L E | A | B | C | D | E |
|----------------------------|--|---|---|--|---------------------------------|
| | When a member is (NOTES 1 and 2) | and | and | then member is authorized | in the amount of |
| 1 | ordered to a permanent duty station (PDS) and is required to wear civilian clothing in the performance of official duties | length of tour assignment is over 30 months | | a Special Initial Civilian Clothing Monetary Allowance (SICMA-CIV) | \$1,504.20 |
| 2 | | length of tour assignment is 18 to less than 30 months | | | \$1,203.36 |
| 3 | | length of tour assignment is less than 18 months | | | \$902.52 |
| 4 | is ordered to a new PDS and their last PDS did not authorize the wearing of civilian clothing, and they meet the criteria of one of Rules 1-3 above (NOTES 4 and 5) | | | either a Special Initial (SICMA-CIV), or Partial Initial (PART-SICMA-CIV) Civilian Clothing Monetary Allowance | (NOTE 3) |
| 5 | voluntarily extends or is directed to remain in the current assignment requiring the wearing of civilian clothing after having received an initial SICMA-CIV | extension if for at least six months but less than 18 months | | a Special Continuing Civilian Clothing Monetary Allowance (SCCMA-CIV) | \$300.84 |
| 6 | | extension is for 18 months or greater | | | \$601..68 |
| 7 | required to wear civilian clothing while performing TDY and a full TDY allowance has not been paid within the last 3 years (NOTE 6) | the period of the TDY is at least 15, but less than 30 consecutive days | prior written approval was received from COMDT (CG-1222) and specified in the member's orders | a Special Temporary Duty Civilian Clothing Monetary Allowance (STADCMMA-CIV) | \$300.84 |
| 8 | | period of TDY is at least 30 consecutive days | | | \$601.68 (NOTE 7) |

Notes:

- Members will submit the Civilian Clothing Monetary Allowance Worksheet (CG PSC 5150) to COMDT (CG-1222). If authorized, COMDT (CG-1222) will issue the member a memo with a copy to their SPO.
- Officers are only eligible if their permanent duty station (PDS) is located outside of the United States, and they are required to wear civilian clothing at least 50% of the time in the performance of their official duties.
- For the PART-SICMA-CIV, the allowance is 50% of the applicable SICMA-CIV amount from rules 1-3. The SICMA-CIV allowance is not payable upon reassignment during a period of continuous active duty unless three or more years have elapsed between such assignments. Nor shall it be paid if the member has been out of a qualifying assignment for less than 12 months, and subsequently assigned to a qualifying assignment.
- This also applies to members reassigned to a consecutive tour at the same permanent duty station. In such cases, the 50% allowance is payable on commencement of the consecutive tour.
- This also applies to members who remain in the assignment for which the member received an initial clothing allowance but are not eligible for an additional clothing allowance on the basis of tour extensions or consecutive assignments. In such cases, requests must be submitted to COMDT (CG-1222) for approval. If approved the amount will be 50% of the current maximum initial allowance, and will be payable on or after each 3-year anniversary date of the initial civilian clothing monetary allowance.
- Officers are only eligible if the TDY is outside of the United States and they are required to wear civilian clothes.
- A member who has not received the maximum amount payable for temporary duty due to the length of the first TDY assignment, who later performs additional TDY that qualifies for a larger payment (TDY over 30 days), is authorized the difference between the two TDY amounts. Pro-rated payment will be based on the maximum rate in effect at the time of payment. Total payments during a three-year period will not exceed the rule 8 maximum rate.

<http://www.uscg.mil/HO/G-W/G-WP/G-WPM/G-WPM-2/cma.htm> **Figure 1**